

# CHARITABLE CAMPAIGN WEEKLY REPORT

DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_

COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

	# of donation forms	Total dollars	Total hours	If at special event, check here
Direct donation				
Payroll donation				
Time donation				
Special event cash				
<b>TOTAL</b>				

<b>GIFT ORDER</b>	# of gifts needed
Magnets	
Frisbees	
Water bottles	
Tote bags	
Umbrellas	

☐ Department Coordinator will deliver gifts to employees.

☐ Have Campaign Executive deliver gifts to employees.

List any special events included in this form: \_\_\_\_\_

**Donation Forms.** You may receive Donation Forms directly from employees or via special events. Ensure Donation Forms are complete and legible.

**Special Event Donation Log Forms.** You may receive Special Event Donation Log Forms from event organizers in your department. Please confirm that cash and checks match the donation log form. Event organizers may submit Donation Forms completed at the event by employees. Submit them on this form in the same way as Donation Forms received directly from employees but add "SPEC EVENT" after name.

**Checks.** You may receive checks from a special event or an employee direct donation. Confirm the event organizer has included all checks from special events on the Special Event Donation Log Form (attach to this Weekly Report). Confirm checks have Donation Forms attached and are made out directly to the designated nonprofit organization.

**Cash.** You may receive cash from a special event. All special event cash must be submitted in a *sealed* envelope. Please submit one envelope per designated nonprofit organization with nonprofit name, agency code, and total amount written clearly on the envelope. Amounts must match Special Event Donation Log Form (attach to this Weekly Report).

Submit to your campaign executive or return via interoffice mail to:

Mary Dziewczynski, King County Employee Giving Program  
 EXC-ES-720, 821 Second Avenue  
 Seattle, WA 98104  
[mary.dziewczynski@metrokc.gov](mailto:mary.dziewczynski@metrokc.gov)  
 Tel 206.263.6635 Fax 206.684.1400

Employee Giving Program use only

Executive Initial: \_\_\_\_\_ Data entry: \_\_\_\_\_

Date entered: \_\_\_\_\_